

## **City of Sandy Springs Board of Ethics Meeting held on October 10, 2007 at 9:00 AM**

**Board Members Present:** Jim Langlais, Nancy McCord, Charles Maddrey, Andrew Heyward, Richard Isenberg, and City Attorney Wendell Willard. Glenn Moffett, absent excused. Susan Dew, absent excused.

**Staff Present:** Administrative Assistant Patricia Wheeler, Human Resources Generalist Rahni Allen

### **Call to Order**

**Chairman Langlais** called the meeting to order at 9:00 a.m.

**City Attorney Willard** stated that his office is reviewing the Ethics Ordinance during the review of the Code proof. He will bring this forward at the next meeting. Chairman Langlais stated that the City of Milton made some changes that should be reviewed. Discussion followed regarding the role of the City Attorney.

### **Approval of May 15, 2007 meeting minutes**

**Mr. Maddrey** requested that the minutes reflect the proxy he sent to Mr. Moffett and that the minutes reflect that he was absent. Mr. Isenberg requested that his name be corrected.

**Motion and Vote:** Mr. Maddrey moved to approve the May 15, 2007 meeting minutes as amended. Ms. McCord seconded the motion. The motion carried unanimously.

### **Discussion of bylaws for the Board of Ethics**

**Chairman Langlais** requested that the bylaws be tabled and he would send them out via email. He also requested that the board members review the Ethics Ordinance for suggested amendments.

### **Discussion of training module for Ethics Code.**

**Mr. Maddrey** stated that the ordinance requires training to be developed. The first obstacle is that there is no training manual for public servants. There are also no regularly scheduled training sessions for public servants. Mr. Maddrey stated that the Clerk had checked with GMA and the Carl Vinson Institute and she was unable to find any training modules.

**Mr. Maddrey** stated that the Ethics Ordinance should be on the City's website and should be in a prominent location. The complaint form should be accessible as well. The website is a great resource for education and involvement.

**Mr. Maddrey** stated that an informal piece should be mailed to every employee and volunteer of the City. He explained that he prepared a question and answer piece to provide some information. Human Resources Generalist Rahni Allen stated that each City employee is given an employee handbook but there is no training manual.

Human Resource Generalist Rahni Allen stated that staff will be implementing an orientation process. City Attorney Willard stated that this process could include ethics training.

Mr. Maddrey explained the three page document he prepared for the public servants. Chairman Langlais suggested that this be reduced slightly. Mr. Maddrey stated that the Code of Ethics should be made available in print upon request. Mr. Willard clarified that the complaint form would not only be notarized but also have a sworn statement.

Mr. Maddrey suggested that human resources get this to all employees. There are also many volunteer groups as well and they need to be made aware that they fall under this ordinance. Mr. Isenberg questioned how many employees the City has. Ms. Allen stated that there are approximately 180 city employees and approximately 200 CH2M Hill employees.

Chairman Langlais questioned if this document should include examples of ethics violations. Mr. Willard stated that he would think about this. Mr. Maddrey stated that examples could be given during a training session.

Chairman Langlais stated that a computer module could possibly be prepared which would expedite the training process. Mr. Maddrey stated that he has seen this in retail training.

**Human Resources Generalist Allen** stated that the City has staff that can prepare this type of module. She explained that they would need to decide what type of system to use. Mr. Willard requested that Ms. Allen come back and make a suggestion as to how this might be implemented.

Mr. Maddrey stated that his and Mr. Heyward's terms end November 1. Mr. Willard stated that he would point that out to the City Manager.

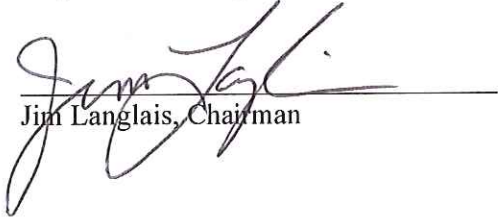

Mr. Willard suggested that another regular meeting be held in the next month. Chairman Langlais suggested that the next meeting be held on November 7, 2007 at 9:00 a.m. He requested that everyone send him their approvals of the bylaws.

Mr. Maddrey also suggested that the annual report be prepared for the November meeting.

Mr. Maddrey stated that the meetings next year will be on January 9, April 9, July 9, and October 8.

#### **Adjournment**

Chairman Langlais moved to adjourn the meeting. Mr. Maddrey seconded the motion. The motion carried unanimously. The meeting adjourned at 9:42 a.m.

  
Jim Langlais, Chairman  
Christina Rowland, City Clerk